

PUGET SOUND PHOTOGRAPHIC COLLECTORS SOCIETY

CAMERA SALE, SWAP & SHOW - 2016

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Dear Sellers:

Thank you for purchasing table space at our 36th annual PSPCS Show. This is the only notice you will receive prior to the show. ***Please read below because many things have changed this year.***

LOCATION: Kent Commons

Recreation Center - 525 Fourth Ave N Kent, WA (4th Ave N & James)

PARKING: Parking garage to the WEST of the facility (move car after you unload and **before** you unpack)

SHOW SCHEDULE:

April 8, 2016 Friday 5:00 pm to 9:00 pm Dealers may set up
(Before you unpack and set your tables, park your car in the parking garage)

<i>April 9, 2016 Saturday</i>	7:00 am	Dealer set up. (Complimentary Coffee & Donuts)
	8:30 am	"Early ins" may enter the hall (\$15.00)
	10:00 am	General public enters the hall (\$5.00)
	4:00 pm	Show closes
	5:30 pm	All dealers have cleaned up and left the hall

UNLOADING: NO LOADING AND UNLOAD OF SALE ITEMS THROUGH THE FRONT ENTRANCE OF THE FACILITY – ALL LOADING IS THROUGH THE BACK DOORS.

Upon your arrival at Kent Commons, please drive to the rear of the facility (South side) and follow the directions of our Staff for off-loading your items. After you have located your table and off-loaded your merchandise, **please move your car to the parking garage BEFORE unpacking and setting up your tables.** DO NOT PARK IN THE FRONT OF THE FACILITY.

NOTE: The facility **DOES NOT** provide large carts. You will need to bring your own hand truck.

Our Show advertising will include ***digital and related items*** (new and used), thus we encourage you to bring any digital merchandise you have to sell.

BADGES AND TABLE ASSIGNMENTS: When you first enter the facility you will be given your identification badge, assistant badge(s) and table assignment. **Please put your badge on first so that our Staff will know that you belong in the facility.**

IMPORTANT INFORMATION:

1. Sellers will park at the Kent Correction facility Parking Garage just west of the facility. **DO NOT PARK IN THE FRONT OF THE FACILITY.** Make sure you have your badge on so you can get back into the facility.
2. Enclosed is a Kent Commons Location map with Accommodations, Restaurants and Parking
3. Please join us for complimentary Coffee and Donuts Saturday morning in the Dealers Hospitality area in the rear of the hall
4. Tables not occupied by 9:00 am Saturday morning will be resold.
5. Please use a cloth cover for your table(s). Tables are 72"x30".
6. Please do not put merchandise for sale in front of or under your table(s). It creates a liability problem – for you and for us!
7. We can provide with AC power, **but only upon ADVANCE request.** Please bring your own heavy duty (at least 15 AMP) 10 to 25 foot extension cord.
8. There is no Smoking or Alcohol allowed on the facility.
9. There will NOT BE a **FREE AREA** to put merchandise. If you have items that you wish to make free, then contact the Announcer for him to make an announcement. All merchandise that you bring to the Show must be sold or taken home. ***IF YOU LEAVE ANY MERCHANDISE YOU WILL BE CHARGED A CLEAN UP FEE OF \$75.00.***
10. Washington State law requires you charge state sales tax and forms for reporting your sales will be available from our Treasurer Shirley Sparrow who will collect the forms and your tax payment. She will forward all the tax collections to the State Revenue Service.
11. The subleasing of tables is not allowed
12. You must have merchandise on your table for sale at all times. You cannot just buy a table to gain access to the show for buying only. You or your assistant must watch your own table items. PSPCS is not responsible for damage or loss.
13. **DO NOT** sell items from your display table (you must be a club member for a display table.)
14. No refunds will be made for table cancellations received after April 1, 2016
15. Each Seller may have one assistant per table. With a limit of six tables per seller.

HAROLD BEYEA
Show Registrar